
2. Total number of people interviewed for this position: 1

3. Total number of applicants for this job: 1


III. Hiree

Person ultimately hired for this position:

Name: SAUL ABUILAR

Recruitment Source: KVOA.com posting

Approval:

General Manager:  Date: 8/23/11



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 10/26/10
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 10/26/10
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 10/26/10
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

July 22, 2011

Please refer to the original Interactive Operations Specialist hiring folder (Owen Allen) for posting details. Position originally posted on 10/26/10. Matthew Redekop, hired to replace Owen Allen only worked here a little over a month, 6/6/11-7/22/11.

Gabriella
Payroll Clerk



KVOA COMMUNICATIONS, INC.

Job Opening

Interactive Operations Specialist

Summary: The Interactive Operations Specialist will execute a wide variety of production tasks related to interactive services operated by Cordillera Interactive and KVOA Interactive, with particular focus on one or more of these specialties based on experience: advertising platforms and operations; interactive programming and development; or interactive design and user experience.

Position Requirements: Superior operations skills, including fast and accurate data entry and data management. Superior communications skills – verbal, written and presentation– including fielding calls and messages from the general public, ad clients, corporate and site teams needing assistance; troubleshooting in a patient and professional manner; and resolving priority conflicts among peers, supervisors and corporate executives. A bachelor's degree in technology, creative, business or media disciplines or a minimum of 2 years operations experience preferably in an interactive services role is required as well as a passion for superior service and support for internal stakeholders and external clients in interactive media.

Please send resumes to:

KVOA Communications, Inc.
Allison Mussetter-Callis
Internet Sales Manager
P.O. Box 5188
Tucson, AZ 85705

Or e-mail: acallis@kvoa.com

NO PHONE CALLS PLEASE
KVOA IS AN EQUAL OPPORTUNITY EMPLOYER
PRE-EMPLOYMENT DRUG TESTING IS REQUIRED
MOTOR VEHICLE RECORD REQUIRED